

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
SPECIALIST, PSYCHOLOGICAL SERVICES

Job Purpose

Serves as a staff member in the Psychological Services Branch; supervises the work of assigned school psychologists and assists in providing specialized psychological services.

Responsible to

Coordinator, Psychological Services

Subordinates

School Psychologist(s) as assigned
Classified personnel as assigned

Functions

Essential Functions

1. Evaluates the work of assigned school psychologists; provides guidance, assistance, and technical support; and monitors compliance with District policies and procedures and provisions per substantial compliance requirements.
2. Coordinates and implements staff development activities for school psychologists.
3. Acts as liaison with other Special Education units and District offices, District schools, and the Los Angeles Department of Mental Health.
4. Reviews and monitors assessment activity reports and Welligent Service Tracking System; represents psychological services in Due Process proceedings; and assists schools that are preparing for compliance reviews with assessment issues.
5. Conducts assessment for specialized referrals; reviews and evaluates new and revised test instruments and assessment models; and reviews assessment reports submitted by school psychologists.
6. Serves as member of local or District level IEP teams, the School Attendance Review Committee (SARB), or the Expulsion Review Committee, as designated.
7. Serves as a member of a crisis team to assist in crisis situations at local schools, as needed.
8. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Education

1. An earned master's degree or advanced degree of at least equivalent standard conferred by a regionally-accredited college or university.
2. At least four semester units in multicultural education or equivalent study. Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.

3. At least two semester units each (six semester units total), or the equivalent, of coursework in culture, language, and methodology to meet the requirements of the District's Master Plan for English Learners.

For additional information on Master Plan requirements, refer to the current policy bulletin on "Culture, Language, and Methodology Requirements for Administrators."

Experience

At least five school years of successful full-time service in a certificated position(s), no fewer than two years of which must have been in assignments requiring a credential authorizing service as a school psychologist.

Note: For definitions of years of service, refer to Policy Guide E23.

Credentials

A California credential or credential combinations from each section authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. One of the following credentials:
 - a. General Pupil Personnel Services Credential authorizing service as a school psychologist,
 - b. Service Credential with a specialization in pupil personnel services designating service as a school psychologist, or
 - c. School Psychologist Credential
2. Administrative Services Credential.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of the fundamental principles and accepted practices of school psychology, including:
 - a. Skill in assessing learning disabilities and adjustment difficulties and planning programs to serve students with exceptional needs;
 - b. Knowledge of uses and limitations of standardized individual and group tests and alternative assessment techniques, including semi-projective devices; and
 - c. Specialized knowledge regarding growth and development, motivation, the learning process, the dynamics of personality, and methods used to help alleviate personal and learning problems.
2. Ability to integrate psychological services with the educational program.
3. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
4. Knowledgeable and skilled in individual and group counseling techniques.
5. Ability to plan, organize, prioritize, and manage time for self and others.
6. Ability to work collaboratively with psychological services staff, school site personnel, and parents.
7. Ability to communicate with students, parents, community representatives, colleagues, and District personnel, both individually and as a group.
8. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts.
9. Knowledge of community health and social service resources.
10. Ability to compose and comprehend written communication.
11. Knowledge of effective managerial practices and ability to implement them.
12. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
13. Ability to observe, evaluate, and utilize subordinates effectively.
14. Ability to cope with crisis situations.
15. Mobility to traverse all areas of work sites.
16. Ability to travel to other sites/locations.

Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

NOTE: This is a Master Salary Table classification.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JRT